



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

Position:	Relocation Project Manager
Classification Level:	CL 29
Salary Range:	\$73,619 - \$119,702
Location:	Los Angeles, California
Opening Date:	June 16, 2014
Closing Date:	July 7, 2014
Number of Positions:	One
Vacancy Number:	14-38

POSITION OVERVIEW

This position is directed by the Court Unit Executives (Clerk of the District Court, Clerk of the Bankruptcy Court, Chief of U.S. Probation Office, Chief of U.S. Pretrial Services and Circuit Librarian) of the Central District of California. The incumbent will manage, direct, and coordinate a wide variety of activities and disciplines required to provide one-stop, one-face, seamless space and service delivery related to the U.S. District Court, U.S. Bankruptcy Court, U.S. Probation Office and Pretrial Service Office, and the Circuit Library. Such activities are related to all aspects of the construction, interim moves, and relocation of the court agencies to and within the Edward R. Roybal Federal Building and Courthouse as well as the Federal Building located at 300 North Los Angeles Street. This relocation process will be conducted in conjunction with a prospectus level renovation of the Edward R. Roybal Federal Building and Courthouse and tenant alterations in the 300 North Los Angeles Street Federal Building. The court units are currently housed within these two buildings as well as 312 North Spring Street, which are located in downtown Los Angeles civic center area.

The duties listed below will be provided to all court agencies:

- Perform a relocation needs assessment with court representatives.
- Coordinate and lead a relocation committee conducting regular meetings with all concerned parties including court family members, associated vendors, telecommunication systems project managers, court architects, United States Marshals Service, and the General Services Administration (GSA) to ensure that Project milestones are established and met.
- Under the direction of the relocation committee, prepare and manage the plan for relocations to swing space and final office destinations, including the interim provision of network, telecommunications, furniture installations, storage services, while facilitating ongoing court functions and public access.

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

- Communicate and coordinate relocation activities with the GSA, the selected architectural team, the construction company, and the relocation committee.
- Develop with court representatives plans for the delivery and installation of all furniture and equipment. Ensure related documents are prepared and submitted in a timely manner by court representatives. Create and maintain a master calendar to schedule access to the new building for all furniture and equipment deliveries and installations.
- Conduct post-move walk-through of all previous space held by all courts with court representatives and GSA to ensure all essential and excess equipment and furniture has been removed
- Participate in construction-related meetings involving relocation issues.
- Develop and participate in pre-occupancy orientation programs and briefings for users as well as post-occupancy follow-up.

In addition the following duties will be provided to U.S. Probation, Pretrial Services and the Circuit Library:

- Work with GSA and GSA contractors to assure the court unit's needs are fully addressed during project development phases including conceptual space planning, design and construction documentation, bidding and negotiation, contract award as well as construction administration.
- Coordinate court unit needs with the United States Marshals Service to assure security measures are fully addressed at the appropriate time.
- Monitor the project construction schedule and budget. Oversee budgets for judiciary funded items such as above standard items, telecommunications and data wiring and equipment, as well as furnishings.
- Advise court representatives of all activities requiring court input for the development and funding of the furniture acquisition plans (FAP), and Integrated Workplace Initiative (IWI) strategies. Secure approval of the Administrative Office of the United States Courts for the FAP and funding for new furniture.
- Advise agency representatives and the relocation committee about the disposal of all excess furniture and equipment.

QUALIFICATIONS

- Six years of specialized experience which provided the candidate with good understanding of building systems and codes, construction administration procedures and expertise of architectural drafting standards
- Expert-level competency of AutoCAD software, Excel, and familiarity with other software programs relevant to this type of work performed.
- Must have the ability to read and interpret construction documents and understand spatial relationships. Knowledgeable skill in working and negotiating with vendors to obtain comparable bids, effective products or successful implementation.

- Excellent organizational, interpersonal, oral, written, graphic and presentation communication skills.
- Experience in the selection and evaluation of finishes and contract furnishings and systems furniture desirable.
- The candidate must demonstrate the ability to work under pressure within tight deadlines.
- Ability to multitask in a fast pace work environment.
- College degree in related field highly desirable.

BENEFITS

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; and paid holidays.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.cacd.uscourts.gov. As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement. Applicants can download an application from the court's web site at www.cacd.uscourts.gov. Please submit the completed application to:

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 14-38